

HARRISON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES (Minutes of the Regular Meeting)

Date: October 23, 2017
Place: Orange Grove Library Board Room
Presiding Officer: Donald Moore, Chair
Members present: Dave Vincent, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Robert Lipscomb, Library Director
Tim Murr, Board Attorney
Mike Alexander, Gulfport Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Mr. Donald Moore called the meeting to order. No amendments to the Agenda

A motion was made, seconded and passed to accept the Agenda.

The Minutes of the September 27, 2017 meeting were approved as written.

A motion was made, seconded and passed to approve the minutes.

FINANCIAL REPORT - The September 2017 Financial Statements were incomplete. A brief review was done by Mr. Heath.

- Cash position is \$270,000
- All funding entities are paid for the fiscal year.
- Library Materials came in under budget.
- Utility usage was under budget for the year.
- There were no deficits.
- Cash – Solinet Grant label will be relabeled Capital Outlay Reserve.

DIRECTOR'S REPORT (by Mr. Lipscomb)

A. Statistics Highlights – The September Statistics were reviewed. Circulation was down 8.4%. Programs Sponsored by the Libraries was up 15.1%. Programs with Other Sponsors was up 10.0%. Attendance at Programming was up 3.8%. New Cards Issued was down 13.0%. Library Visitors was up 13.2% and Computer Use was down 6.6%. Interlibrary Loan Filled 44 requests.

The Fiscal Year Statistics were reviewed. Circulation was down 5.9%. Programs Sponsored by the Libraries was up 1.6%. Programs with Other Sponsors was up 3.5%. Attendance at Programming was up 2.3%. New Cards Issued was down 25.3%. Library Visitors was down 2.8% and Computer Use was down 9.6%. Interlibrary Loan Filled 600 requests.

B. FY2018 Budget – Harrison County, Gulfport and Pass Christian have provided the requested 5% increase. Biloxi and D'Iberville are maintaining last year's funding.

- C. CD Cash Out for Consultant's Fees – Mr. Lipscomb cashed out the Regions Banks CD for \$8,556.57 to pay for the director search consultant services. A separate budget line has been created for these funds.
- D. Nell Newman Fund Investments – Tim Murr presented the response from Jim Hood, Attorney General for Mississippi. The response suggested the review of MS AG Op, Moran (February 24, 2006), and MS AG Op., Walters (September 9, 1993). Mr. Murr will follow up on these opinions and will also ask for input from Stacey Pickering, State Auditor.
- E. Staff Raises – Mr. Lipscomb, per Donald Moore's request, presented figures to discuss employee pay raises.
- F. Incidents at the Gulfport Library – Mr. Lipscomb shared two recent events that took place at the library involving library patrons and actions taken by staff.

NEW BUSINESS

- A. The September 2017 Accounts Payable Docket was reviewed by Mr. Heath with the following items noted:
 - a. Check #20926 to Bond Services, \$2,125.00, for janitorial services.
 - b. Check #20934 to Sam's Club, \$370.00, for annual membership.
 - c. Check #20939 to Gulf Coast Business Supply, \$1,460.11, for office supplies.
 - d. Check #20944 to South Mississippi Business Machines, \$1,822.37, for copier maintenance.
 - e. Check #20946 to Saucier's Janitorial Service, \$405.00, for janitorial services.
 - f. Check #20952 to Ingram Library Services, \$9,249.80, for library materials.
 - g. Check #20961 to American Express, \$3,614.53, for software.
 - h. Check #20966 to Mississippi Power, \$15,774.83, for electricity.
 - i. Check #20969 to Baker & Taylor, \$4,066.61, for library materials.
 - j. Check #20973 to BancorpSouth Insurance Services, \$5,336.63, for insurance.
 - k. Check #20980 to Bridges Management, \$1,250.00, for consultant services.
 - l. Check #20999 to Ingram Library Services, \$8,573.05, for library materials.
 - m. Check #21003 to Amazon, \$2,854.80, for library materials.
 - n. Check #21016 to Midwest Tape, \$5,000.00, for electronic materials.
 - o. Check #21019 to Walmart, \$2,270.77, for office supplies and library materials.

A motion was made, seconded and passed to approve September Accounts Payable Docket.

- B. Staff Raises –

A motion was made, seconded and passed to approve a raise of \$.75 per hour for all employees, starting the first pay period in November.

The next meeting was set for 12:00 p.m., November 20, 2017, at the Orange Grove Public Library.

Donald Moore, Board Chair